

U.S. GOVERNMENT PRINTING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Miscellaneous Books/Pamphlets and Forms

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Army
For the
CORPS OF ENGINEERS
Wilmington, NC

Single Award in each of two categories

W0079 (R. 4/00) (!To be used on Page 1 of option contracts!)

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending April 30, 2004, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

W0100

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-mile radius of Wilmington, NC.

W0110 (!TO BE USED WITH ITEMS W0085 THROUGH W0105!)

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: THESE SPECIFICATIONS HAVE BEEN EXTENSIVELY REVISED; THEREFORE, ALL BIDDERS ARE CAUTIONED TO FAMILIARIZE THEMSELVES WITH ALL PROVISIONS OF THESE SPECIFICATIONS BEFORE BIDDING. BECAUSE OF THE EXTENSIVE REVISIONS, THERE IS NO PREVIOUS ABSTRACT AVAILABLE.

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING CHARLESTON, SC TIME ON MAY 16, 2003.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL REBECCA J. COALE, (843) 743-2036, EXT. 13, OR E-MAIL rcoale@gpo.gov. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO)
2825 Avenue D
North Charleston, SC 29405-1819

SECTION 1. - GENERAL TERMS AND CONDITIONS

W0175 (R. 8/01)

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

SUBCONTRACTING: No subcontracting will be permitted.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Printing (page related) Attributes -- Level IV.

(b) Finishing (item related) Attributes -- Level IV.

Copies will not be acceptable if they contain background tone, strip-lines, or printed products which are not equal to the furnished copy.

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests - General Inspection Level I.

(b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity W0205 (R. 4/00) (!!To be used on option contracts!!) OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision. W0200 EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor. ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated. Price adjustment period: For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract. Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:	Camera Copy

(1) The contract price of orders placed during the second or succeeding, if any, program year(s) (excluding reimbursable postage or transportation costs) shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the succeeding program year.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

W0220

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

W0315 (R. 4/00)

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through April 30, 2004, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

DUPLICATING/COPYING DEFINITION: For the purpose of this contract, duplicating/copying shall be defined as the reproduction of furnished material by means of equipment employing the lithographic process and/or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

*Copying method must be of good quality and must not contain background tone and must be equal to or better than a duplicating process such as direct image duplicating.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2. - SPECIFICATIONS

SCOPE: <Scope>These specifications cover the production of miscellaneous books/pamphlets and forms in two categories requiring such operations as duplicating/copying (including color copying) construction, binding, packing, labeling, and distribution</Scope>.

TITLE: <Title>Miscellaneous Books/Pamphlets and Forms.<

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

CATEGORY I. – BOOKS/PAMPHLETS

FREQUENCY OF ORDERS: Approximately 110 orders per year.

QUANTITY: It is anticipated that the quantity will range from 2 to 2,000 copies per order with an average of 200 copies per order.

NUMBER OF PAGES: It is anticipated that each order will consist of approximately 4 to 1,800 pages with an average of 284 pages per order. Approximately 45% of the total orders under Category I will require a two-piece cover. Approximately 30% of the orders for books will require face only copying. Approximately 28% of the orders will require color copying on approximately 25% of the pages. Occasional orders may require 8-1/2 x 14" or 17 x 11" leaves to be folded and collated into book/pamphlet.

TRIM SIZE: Various trim sizes will be ordered and paid for as follows:

Text & Covers (except Hidden-Hinge Covers) – 8-1/2 x 11"
Inserts – 8-1/2 x 14"
Fold-ins – 17 x 11"

CATEGORY II. - FORMS

FREQUENCY OF ORDERS: Approximately 30 orders per year.

QUANTITY: It is anticipated that the quantity will range from 50 to 2,000 copies per order with an average of 400 copies per order.

NUMBER OF PAGES: It is anticipated that each order will consist of face only or face and back forms. Approximately 20% of the orders will be face and back. Approximately 25% of the orders will require color copying.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format " classifications as follows:

Format "A" – up to and including 5-1/2 x 8-1/2"
Format "B" – over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11"

It is anticipated that approximately 70% of the orders will be for Format "A".

BOTH CATEGORIES (except as otherwise noted).

NOTE: ONLY ONE PRODUCT REQUEST MAY BE PLACED ON AN INDIVIDUAL PRINT ORDER (GPO Form 2511).

GOVERNMENT TO FURNISH: Camera copy consisting of black/white and full color photoprints, to be reproduced at various focuses.

Pressure sensitive mailing labels furnished on 8-1/2 x 11" sheets.

F0612 (New 11/97) (For Term Contracts - Information available on GPO Form 952)
Facsimile Transmittal Sheets.

Facsimile, Form 905 (R. 8/95) with labeling and marking specifications.

Print orders (GPO Form 2511).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

The GPO imprint requirement is waived.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine.

The paper to be used will be indicated on each print order.

White Offset Book, grammage 75 g/m^2 (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60, or at contractor's option, White Writing, grammage 75 g/m^2 (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10, or Natural Plain Copier, Xerographic (Qualified Product), grammage 75 g/m^2 (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code 0-60.

Colored Writing, grammage 75 g/m^2 (basis weight: 20 lbs per 500 sheets, 25 x 38"), equal to JCP Code D10.

White and Colored Index, grammage 200 g/m^2 (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

L0465

White and Colored Vellum-Finish Cover, grammage 175 g/m² (basis weight: 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

L0649 (New 2/99)

White Writing Envelopes, basis weight: 20-24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

DUPLICATING/COPYING: Reproduce face only or face & back in black as indicated on the print order. Some color copying will be required. Fold-ins, 11 x 17", on Category I will reproduce face only in black or color copying. Inserts, 8-1/2 x 14", on Category I will reproduce face only or face and back in black or color copying.

MARGINS: Margins will be specified on the print order or print per furnished copy.

BINDING (Category I only): Bind as indicated on the print order. Various binding styles will be ordered as follows:

Approximately 65% of the orders will either trim four sides and stitch with one wire stitch in the upper left corner, or side-wire stitch in two places and trim four sides.

Approximately 5% of the orders will require slip sheeting between publications.

Approximately 5% of the orders will require each book/pamphlet to be shrink-film wrapped.

Approximately 25% of the orders will bind with ACCO, or similar, type fasteners with compressors.

Occasional orders will gather, trim for sides and bind with hidden-hinge cover size 9-1/4 x 11" including 3/4" hidden hinge on 11" length. Drill two holes, 1/4" or 3/8" in diameter as specified on the print order. Holes measure 8-1/2" center to center. Insert ACCO, or similar, type fasteners with compressors or screwposts of suitable capacity as indicated on the print order.

Fold-ins and inserts will require parallel folding only. Insert into text where indicated.

Occasional orders will require one or more of the above binding styles.

CONSTRUCTION (CATEGORY II):

Approximately 10% of the orders in this category will require shrink-film wrapping in units of up to 500.

Approximately 20% of the orders will require one or two parallel folds as indicated on the print order.

Approximately 10% of the orders will require folding and inserting into #10 White Business envelopes.

Occasional orders will package loose with separator sheets.

Approximately 70% of the orders will required padding in units of 50. Pad forms on the side indicated on the print order. Gum and crash or any suitable padding compound may be used. Back with chipboard or equal.

DRILLING (BOTH CATEGORIES): Orders may require drilling up to 5 round holes. As indicated on the print order, drill two or three 1/4" to 11/32" diameter holes. On occasion, drill 5 holes per instruction sheet provided with the print order.

PACKING: Package in suitable units.

Products shall not be mixed within bundles or containers.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

On approximately 30% of Category I orders, and 10% of Category II orders the contractor will be required to furnish #10 White Business Envelopes, attach furnished pressure-sensitive mailing labels, and insert folded copy of item ordered. This will be approximately 75% of the total copies on the indicated orders. Labels will be pressure-sensitive and mounted on an 8-1/2 x 11" backing sheet.

NOTE: No more than 10 leaves will be folded for insertion into the envelopes.

DISTRIBUTION: Deliver f.o.b. destination to the address under SCHEDULE.

Inside Delivery Required.

Upon completion of each order, all Government furnished material must be returned to the address listed under SCHEDULE.

All expenses incidental to the pickup and return of Government furnished materials and furnishing samples must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined. Furnished material will be ready for pickup upon notification by the Government. No more than 2 pickups will be requested per day. (NOTE: a pickup may consist of more than one order).

Furnished material must be picked up from and delivered to: Alverta Sandy, 69 Darlington Avenue, Wilmington, NC 28403; or other location indicated on the print order within the Wilmington, NC area.

The schedule begins upon notification of the availability of each individual print order and furnished material. When notification of availability is given after 2:30 p.m., the date of notification shall be 9:00 a.m. the following workday.

Most orders must be completed and delivered within 1 to 6 workdays, based upon the Government's needs. On occasion, orders may be required in less than 24 hours from notice of availability.

The delivery date indicated on the print order is the date products ordered must be delivered to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

X0010

Procurement under this solicitation will be divided into two categories as follows:

Category I: Books/Pamphlets

Category II: Forms

The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements. The lowest bid will be determined by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

CATEGORY I – BOOKS/PAMPHLETS

I.		(1)	(2)
A.			
	1.	4,362	8,724
	2.	10,142	20,284
	3.	324	648
	4.	792	1,584
B.			
	1.	72	144
	2.	28	56
C.			
	1.	3	6
	2.	6	12
	3.	1	2
	4.	2	4
D.			
	1.	71	142
	2.	28	56

II.		
	(a)	31,348
	(b)	336
	(c)	20
	(d)	112
	(e)	48
	(f)	20

III.		
	(a)	14,400
	(b)	1,200
	(c)	12
	(d)	9,688
	(e)	5,600
	(f)	4,950

CATEGORY II. – FORMS

I.		(1)	(2)
	A.		
	1.	13	5
	2.	52	20
	B.		
	1.	3	1
	2.	12	4
	C.		
	1.	4	2
	2.	16	8
	D.		
	1.	1	1
	2.	4	4

II.		(1)	(2)
	(a)	32	16
	(b)	8	4
	(c)	8	4
	(d)	16	8
	(e)	8	4
	(f)	8	4

III.		
	(a)	12
	(b)	24
	(c)	900
	(d)	12
	(e)	168
	(f)	84

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Y0045 (!CATEGORIES - USE WHEN ORDERS ARE NOT INDIVIDUALLY ABSTRACTED!)

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted. Bidder may bid in one category and no-bid the other category. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is bidding on may be declared nonresponsive.

Bids for each "Format" under Category II. shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Charleston GPO. If such orders are placed by the agency, and no Modification is received from the Charleston GPO, the contractor is to notify GPO Charleston immediately. Failure to do so may result in nonpayment.

(Initials)

(Return this page in triplicate.)

CATEGORY I. – BOOKS/PAMPHLETS
ZA0295

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
I. DUPLICATING/COPYING:		
A. Text:		
1. Black only.....one side.....per leaf.....	\$_____	\$_____
2. Black only.....face and back....per leaf.....	\$_____	\$_____
3. Color copying.....one side.....per leaf.....	\$_____	\$_____
4. Color copying.....face and back....per leaf.....	\$_____	\$_____
B. Covers (Includes Hidden-Hinge):		
1. Black only.....per side.....per leaf.....	\$_____	\$_____
2. Color copying.....per side.....per leaf.....	\$_____	\$_____
C. Inserts:		
1. Black only.....one side.....per leaf.....	\$_____	\$_____
2. Black only.....face and back....per leaf.....	\$_____	\$_____
3. Color copying.....one side.....per leaf.....	\$_____	\$_____
4. Color copying.....face and back....per leaf.....	\$_____	\$_____
D. Foldins:		
1. Black only.....one side.....per leaf.....	\$_____	\$_____
2. Color copying.....one side.....per leaf.....	\$_____	\$_____

(Initials)

(Return this page in triplicate.)

- II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text – Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover.

Foldins-ins/Inserts – One page-size leaf will be allowed for each “fold-in/insert unit”. The number of units in a particular fold-in/insert will be determined by dividing its trim size (expressed in square inches) by 94 square inches, with any fractional remainder being counted as a whole.

	<u>Per 100 leaves</u>
(a) White Offset Book (50-lb) or White Writing (20-lb.) or White Xerographic (20-lb.).....	\$ _____
(b) Colored Writing (20-lb.) or Colored Xerographic (20-lb.).....	\$ _____
(c) White Vellum-Finish Cover (65-lb.).....	\$ _____
(d) Colored Vellum-Finish Cover (65-lb.).....	\$ _____
(e) White Index (110-lb.).....	\$ _____
(f) Colored Index (110-lb.).....	\$ _____

III. ADDITIONAL OPERATIONS:

- | | |
|---|----------|
| (a) Stitching with one or two wire stitches and trim 4 sides (as specified)
per book/pamphlet..... | \$ _____ |
| (b) Shrink-film wrapping.....per book/pamphlet..... | \$ _____ |
| (c) Inserting separator/slip sheets between books/pamphlets (includes stock)
per 100 copies..... | \$ _____ |
| (d) Drilling up to 5 holes.....each run.....per 100 leaves..... | \$ _____ |

Z Four
holes will be the maximum for any one run. When drilling or punching pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves: each ply of a fold-in/insert will be counted as a single leaf.

- | | |
|---|----------|
| (e) Inserting ACCO fasteners.....per book/pamphlet..... | \$ _____ |
| (f) Inserting folded copy into #10 White Business Envelopes and
attaching furnished mailing labels (includes the cost of envelopes)
per envelope..... | \$ _____ |

(Initials)

(Return this page in triplicate.)

CATEGORY II. – FORMS

	Format "A" (1)	Format "B" (2)
I. DUPLICATING/COPYING:		
A. Black only.....one side.....per leaf:		
1. Makeready and/or Setup.....	\$ _____	\$ _____
2. Running per 100 copies.....	\$ _____	\$ _____
B. Black only.....face and back.....per leaf:		
1. Makeready and/or Setup.....	\$ _____	\$ _____
2. Running per 100 copies.....	\$ _____	\$ _____
C. Color Copying....one side.....per leaf:		
1. Makeready and/or Setup.....	\$ _____	\$ _____
2. Running per 100 copies.....	\$ _____	\$ _____
D. Color Copying....face and back.....per leaf:		
1. Makeready and/or Setup.....	\$ _____	\$ _____
2. Running per 100 copies.....	\$ _____	\$ _____

(Initials)

(Return this page in triplicate.)

- II. ZA0650 (!FORMATS!)PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

	Format "A" (1)	Format "B" (2)
(a) White Writing (20-lb.) or White Offset Book (50-lb.) or White Xerographic (20-lb.).....per 100 leaves.....	\$_____	\$_____
(b) Colored Writing (20-lb.) or Colored Xerographic (20-lb.).....per 100 leaves.....	\$_____	\$_____
(c) White Vellum-Finish Cover (65-lb.).....per 100 leaves.....	\$_____	\$_____
(d) Colored Vellum-Finish Cover (65-lb.).....per 100 leaves.....	\$_____	\$_____
(e) White Index (110-lb.).....per 100 leaves.....	\$_____	\$_____
(f) Colored Index (110-lb.).....per 100 leaves.....	\$_____	\$_____

III. ADDITIONAL OPERATIONS:

- | | |
|---|---------|
| (a) Shrink-film wrapping in units of up to 500 copies (as specified)
per wrap..... | \$_____ |
| (b) Folding with one or two parallel folds.....per 100 copies..... | \$_____ |
| (c) Inserting folded copies into #10 Business envelopes
and attaching furnished mailing labels (includes cost of envelopes)
per envelope..... | \$_____ |
| (d) Inserting separator sheets between items (includes cost of paper)
per 100 copies..... | \$_____ |
| (e) Padding in units of 50 (includes chipboard backing).....per pad..... | \$_____ |
| (f) Drilling up to 5 holes.....each run.....per 100 leaves..... | \$_____ |

ZB0275

Four holes will be the maximum for any one run.

(Initials)

(Return this page in triplicate.)

ASSUMED AREA OF PRODUCTION: My production facilities are located within the assumed area of production. Yes _____ No

NOTICE: Bidders whose answer to the above is NO should furnish the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material:

- a. Number of hours from acceptance of print order to pickup of

Government Furnished Material _____

- b. Number of hours from pickup of Government Furnished Material

to delivery at contractor's plant _____

2. Proposed carrier(s) for delivery of completed product:

- a. Number of hours from notification to carrier to pickup of completed

Product _____

- b. Number of hours from pickup of completed product to delivery at

destination _____

NOTE: For the purpose of this solicitation, facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will NOT be considered.

ZA1385

(Initials)

(Return this page in triplicate.)

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices" relating to the category or categories for which bids are submitted, initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910. **NOTE:** The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

NOTE: Contractor's complete address, Program Number, and bid opening date and time should be referenced on the envelope containing the bid.

(Return this page in triplicate.)